

CHECKLIST TO DESIGNATE AREAS OF EVALUATION FOR REQUESTS FOR PROPOSAL (RFP)

MDOT PROJECT MANAGER Timothy Little			JOB NUMBER (JN) Various	CONTROL SECTION (CS) Various
DESCRIPTION IF NO JN/CS As needed final review of various construction projects and assistance on claim research for various construction projects.				
MDOT PROJECT MANAGER: Check all items to be included in RFP. WHITE = REQUIRED GRAY SHADING = OPTIONAL			CONSULTANT: Provide only checked items below in proposal.	
Check the appropriate Tier in the box below				
<input checked="" type="checkbox"/> TIER I (\$25,000-\$99,999)	<input type="checkbox"/> TIER II (\$100,000-\$250,000)	<input type="checkbox"/> TIER III (>\$250,000)		
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Understanding of Service	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Innovations</i>	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Safety Program</i>	
N/A	<input type="checkbox"/>	<input type="checkbox"/>	Organization Chart	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Qualifications of Team	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Past Performance	
Not required as part of official RFP	Not required as part of official RFP	<input type="checkbox"/>	Quality Assurance/Quality Control	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Location: The percentage of work performed in Michigan will be used for all selections unless the project is for on-site inspection or survey activities, then location should be scored using the distance from the consultant office to the on-site inspection or survey activity.	
N/A	N/A	<input type="checkbox"/>	Presentation	
N/A	N/A	<input type="checkbox"/>	Technical Proposal (if Presentation is required)	
3 pages (MDOT forms not counted) (No Resumes)	7 pages (MDOT forms not counted)	19 pages (MDOT forms not counted)	Total maximum pages for RFP not including key personnel resumes	

REQUEST FOR PROPOSAL

The Michigan Department of Transportation (MDOT) is seeking professional services for the project contained in the attached scope of services.

If your firm is interested in providing services, please indicate your interest by submitting a Proposal, Proposal/Bid Sheet or Bid Sheet as indicated below. The documents must be submitted in accordance with the latest "Consultant/Vendor Selection Guidelines for Service Contracts" and "Guideline for Completing a Low Bid Sheet(s)", if a low bid is involved as part of the selection process. **Referenced Guidelines are available on MDOT's website under Doing Business > Vendor/Consultant Services > Vendor/Consultant Selections.**

RFP SPECIFIC INFORMATION

☒ BUREAU OF HIGHWAYS ☐ BUREAU OF TRANSPORTATION PLANNING ** ☐ OTHER

THE SERVICE WAS POSTED ON THE ANTICIPATED QUARTERLY REQUESTS FOR PROPOSALS

☒ NO ☐ YES DATED _____ THROUGH _____

<input checked="" type="checkbox"/> Prequalified Services – See page <u>1</u> of the attached Scope of Services for required Prequalification Classifications.	<input type="checkbox"/> Non-Prequalified Services - If selected, the vendor must make sure that current financial information, including labor rates, overhead computations, and financial statements, if overhead is not audited, is on file with MDOT's Office of Commission Audits. This information must be on file for the prime vendor and all sub vendors so that the contract will not be delayed.
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☒ **Qualifications Based Selection** – Use Consultant/Vendor Selection Guidelines

For all Qualifications Based Selections, the section team will review the information submitted and will select the firm considered most qualified to perform the services based on the proposals. The selected vendor will be contacted to confirm capacity. Upon confirmation, that firm will be asked to prepare a priced proposal. Negotiations will be conducted with the firm selected.

****For RFP's that originate in Bureau of Transportation Planning only**, a priced proposal must be submitted at the same time as, but separate from, the proposal. Submit directly to the Contract Administrator/Selection Specialist, Bureau of Transportation Planning (see address list, page 2). The priced proposal must be submitted in a sealed envelope, clearly marked "**PRICE PROPOSAL.**" The vendor's name and return address **MUST** be on the front of the envelope. The priced proposal will only be opened for the highest scoring proposal. Unopened priced proposals will be returned to the unselected vendor(s). Failure to comply with this procedure may result in your priced proposal being opened erroneously by the mail room.

For a cost plus fixed fee contract, the selected vendor must have a cost accounting system to support a cost plus fixed fee contract. This type of system has a job-order cost accounting system for the recording and accumulation of costs incurred under its contracts. Each project is assigned a job number so that costs may be segregated and accumulated in the vendor's job-order accounting system.

☐ **Qualifications Review / Low Bid** - Use Consultant/Vendor Selection Guidelines. See Bid Sheet Instructions for additional information.

For Qualification Review/Low Bid selections, the selection team will review the proposals submitted and post the date of the bid opening on the MDOT website. The notification will be posted at least two business days prior to the bid opening. Only bids from vendors that meet proposal requirements will be opened. The vendor with the lowest bid will be selected. The selected vendor may be contacted to confirm capacity.

☐ **Best Value** - Use Consultant/Vendor Selection Guidelines. See Bid Sheet Instructions below for additional information. The bid amount is a component of the total proposal score, not the determining factor of the selection.

☐ **Low Bid** (no qualifications review required - no proposal required.) See Bid Sheet Instructions below for additional instructions.

BID SHEET INSTRUCTIONS

A bid sheet(s) must be submitted in accordance with the "Guideline for Completing a Low Bid Sheet(s)" (available on MDOT's website). The Bid Sheet(s) is located at the end of the Scope of Services. Submit bid sheet(s) separate from the proposal, to the address indicated below. The bid sheet(s) must be submitted in a sealed manila envelope, clearly marked "**SEALED BID.**" The vendor's name and return address **MUST** be on the front of the envelope. Failure to comply with this procedure may result in your bid being opened erroneously by the mail room and the bid being rejected from consideration.

PROPOSAL SUBMITTAL INFORMATION

REQUIRED NUMBER OF COPIES FOR PROJECT MANAGER 4	PROPOSAL/BID DUE DATE 11/20/08	TIME DUE
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PROPOSAL AND BID SHEET MAILING ADDRESSES

Mail the multiple proposal bundle to the MDOT Project Manager or Other indicated below.

☒ MDOT Project Manager ☐ MDOT Other

Timothy Little, PE
1420 Front St. NW
Grand Rapids, MI 49504

Mail one additional stapled copy of the proposal to the Lansing Office indicated below.

Lansing Regular Mail	OR	Lansing Overnight Mail
<input checked="" type="checkbox"/> Secretary, Contract Services Div - B470 Michigan Department of Transportation PO Box 30050 Lansing, MI 48909		Secretary, Contract Services Div - B470 Michigan Department of Transportation 425 W. Ottawa Lansing, MI 48933
<input type="checkbox"/> Contract Administrator/Selection Specialist Bureau of Transportation Planning B470 Michigan Department of Transportation PO Box 30050 Lansing, MI 48909		Contract Administrator/Selection Specialist Bureau of Transportation Planning B470 Michigan Department of Transportation 425 W. Ottawa Lansing, MI 48933

GENERAL INFORMATION

Any questions relative to the scope of services must be submitted by e-mail to the MDOT Project Manager. Questions must be received by the Project Manager at least four (4) working days prior to the due date and time specified above. All questions and answers will be placed on the MDOT website as soon as possible after receipt of the questions, and at least three (3) days prior to the RFP due date deadline. The names of vendors submitting questions will not be disclosed.

MDOT is an equal opportunity employer and MDOT DBE firms are encouraged to apply. The participating DBE firm, as currently certified by MDOT's Office of Equal Opportunity, shall be listed in the Proposal

MDOT FORMS REQUIRED AS PART OF PROPOSAL SUBMISSION

- 5100D** – Request for Proposal Cover Sheet
- 5100G** – Certification of Availability of Key Personnel
- 5100I** – Conflict of Interest Statement

(These forms are not included in the proposal maximum page count.)

Michigan Department of Transportation

SCOPE OF SERVICE FOR “AS NEEDED” CONSTRUCTION SERVICES Technical Assistance

CONTROL SECTION(S): Various

JOB NUMBER(S): Various

PROJECT LOCATION(S): Grand Region

WORK DESCRIPTION:

Provide experienced personnel for technical assistance services on an “as-needed” basis for road and bridge construction related work in the Grand Region area. In addition to the normal duties required as the acting Technical Assistant at Grand Region, the work also includes:

1. Establishing and maintaining project files in accordance with state and federal standards
2. Distribution of project related information to internal and external customers
3. Compilation of project information to fulfill FOIA requests
4. Coordination and communication with internal and external customers
5. Miscellaneous office assistance as requested by the Project Engineer Manager

The “as-needed” technical assistance services will be needed, beginning January 1, 2009, through December 31, 2010. The employee submitted for the technical assistant position shall be dedicated as the technical assistant for the duration of the contract. The estimated amount of time per week varies depending on the workload.

The intent of this solicitation is to select one (1) Technical Assistant from all applicants although backup technical assistance personnel may be necessary. The initial authorization for the “as-needed” technical assistance services will be approximately **330 hours** per year.

PRIMARY PREQUALIFICATION CLASSIFICATION:

Technical Assistance

SECONDARY PREQUALIFICATION CLASSIFICATION:

None

ANTICIPATED START DATE: January 1, 2009

ANTICIPATED COMPLETION DATE: December 31, 2010

DBE REQUIREMENT: N/A

MDOT PROJECT MANAGER:

Timothy J. Little, PE
Associate Region Engineer
Grand Region
1420 Front Street, NW
Grand Rapids, MI 49504

GENERAL:

The Consultant shall contact the Project Manager prior to beginning any work on this Project.

The Consultant shall furnish all services and labor necessary to conduct and complete the Construction Engineering Services described herein. The Consultant shall also furnish all materials, equipment, supplies, and incidentals necessary to perform the Services (other than those designated in writing to be furnished by the Department), and check and/or test the materials, equipment, supplies, and incidentals as necessary in carrying out this work. The services shall be performed to the satisfaction of the Department consistent with applicable professional standards.

- A. The Consultant's principal contact with the Department shall be through the designated Project Manager.
- B. The Services described herein are financed with public funds. The Consultant shall comply with all applicable Federal and State laws, rules, and regulations. The Consultant shall perform field operations in accordance with MIOSHA regulations and accepted safety practices.
- C. The Consultant agrees to demonstrate knowledge of, and performance in compliance with, the standard construction practices of the Department; the Project construction contract, proposal, and plans; the Standard Specifications for Construction and all applicable publications referenced within; the Michigan Construction Manual; the Materials Sampling Guide; the Materials Quality Assurance Procedures Manual; the Density Control Handbook; and any and all other references, guidelines, and procedures manuals needed to carry out the work described herein in an appropriate manner.
- D. The Consultant shall notify the Project Manager, in writing, prior to any personnel changes from those specified in the Consultant's original approved proposal. Any personnel Substitutions are subject to review and approval of the Project Engineer Manager.

CONSULTANT RESPONSIBILITIES:

The Consultant will provide an experienced employee who is familiar with The Michigan Department of Transportation policies and procedures for project record review, and can demonstrate an ability to conduct final estimate and interim reviews, on state and federally funded projects. The Consultant will notify the Project Manager in writing who will be conducting the final estimate reviews. If the Consultant chooses to change the personnel from the initial notification, this change must be made in writing to the Project Manager for his/her approval two weeks prior to the new personnel conducting final estimate reviews.

Consultant will conduct project final and interim estimate reviews and prepare all required documentation necessary to complete the project review process. The Consultant will be required to adjust their schedule to conduct the project reviews as the project files become available, with no additional compensation. The final estimate review includes a follow up review of any projects which are found not to be in compliance as stated above.

Consultant will not review any project which they had any involvement in during design or construction. If the Consultant is found to be reviewing any project which they had concern in they will be immediately released from the Contract and no compensation will be given for review work on that project or for any additional claims due to being released from the contract.

Reviews shall be conducted where the project records are maintained. This may be at a Transportation Service Center within the Grand Region, the Grand Region Office, consultant's office or local agency office.

Upon notification from the Project Engineer requesting a review, the Consultant shall call the Resident Engineer (consultant or agency) within five calendar days, of receipt of the request, and schedule a date and time for the review. The initial review shall be completed within three weeks of the request. If discrepancies are found, a follow-up review is necessary and the Consultant shall notify the Project Engineer of the deficiencies in writing with a copy to the Project Manager listed above. The Consultant shall complete the follow-up review within three weeks of notification that the discrepancies have been remedied. If discrepancies exist after the follow up review, the Consultant shall advise the Project Manager or designee who shall determine the action to be taken.

The Consultant will notify the Project Engineer and the Project Manager in writing when the project final estimate review is complete. The final estimate review shall include as a minimum a Final Estimate Review Summary (*MDOT form 1147*) and individual Construction Item and Materials Review sheets for each work item reviewed in accordance with guidelines in the Michigan Construction Manual. The Project Engineer shall receive each of the above mentioned items, while the Project Manager shall only receive the Final Estimate Review Summary.

The Consultant will submit to the Project Manager a monthly status report listing the reviews that have been completed as well as the reviews that are in progress.

The Final Estimate Review Summary will include at a minimum a detailed spreadsheet containing contract number, billing period, MDOT job/project number, percent of completion, hours dedicated to project, labor cost, overhead cost, facilities cost of capital, fixed fee percent, fixed fee amount, direct cost, total cost, retainage (if any), and total amount to be paid by MDOT for each job number. The spreadsheet shall also list the combined total for each of the above items per invoice.

MDOT RESPONSIBILITIES:

The Project Manager shall furnish to the Consultant project-specific construction contracts, proposals, plans, written instructions, and other information and/or data as deemed necessary by the Project Manager for the Services required herein.

CONSULTANT PAYMENT – Actual Cost Plus Fixed Fee:

Compensation for this project shall be on an **actual cost plus fixed fee** basis. This basis of payment typically includes an estimate of labor hours by classification or employee, hourly labor rates, applied overhead, other direct costs, subconsultant costs, and applied fixed fee.

All billings for services must be directed to the Department and follow the current guidelines. The latest copy of the "Professional Engineering Service Reimbursement Guidelines for Bureau of Highways" is available on MDOT's website. This document contains instructions and forms that must be followed and used for billing. Payment may be delayed or decreased if the instructions are not followed.

Payment to the Consultant for services rendered shall not exceed the maximum amount unless an increase is approved in accordance with the contract with the Consultant. Typically, billings must be submitted within 60 days after the completion of services for the current billing. The final billing must be received within 60 days of the completion of services. Refer to your contract for your specific contract terms.

Direct expenses, if applicable, will not be paid in excess of that allowed by the Department for its own employees in accordance with the State of Michigan's Standardized Travel Regulations. Supporting documentation must be submitted with the billing for all eligible expenses on the project in accordance with the Reimbursement Guidelines. The only hours that will be considered allowable charges for this contract are those that are directly attributable to the activities of this project.

The use of overtime hours is not acceptable unless prior written approval is granted by the MDOT Region Engineer/Bureau Director and the MDOT Project Manager. Reimbursement for overtime hours that are allowed will be limited to time spent on this project in excess of forty hours per person per week. Any variations to this rule should be included in the priced proposal submitted by the Consultant and must have prior written approval by the MDOT Region Engineer/Bureau Director and the MDOT Project Manager.

The fixed fee for profit allowed for this project is 11.0% of the cost of direct labor and overhead.

The hours provided are only an estimate. The Consultant will be reimbursed a proportionate share of the fixed fee based on the portion of the authorized total hours in which services have been provided to the Department. Fixed fee on “as needed” projects is computed by taking the percent of actual labor hours billed to labor hours authorized, then applying that percentage to the total fixed fee authorized.